

NPS Secure File Transfer

National Park Service
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Getting Started – The Basics

Accellion hosts the NPS Secure File Transfer service for sending and receiving large files - securely – to our business partners outside of the NPS, and internally. Sending a file using NPS Secure File Transfer hosted by Accellion is easy once you understand the process.

National Park Service employees first “Self-Register” for an account. In your browser, type <http://secure.nps.gov> to access the Accellion service. Once in the NPS Secure File Transfer portal, select the “I don’t have an account yet” link on the login page.

- Enter your NPS email address. You will receive a registration verification email shortly.
- Click the link in the email. You will be taken to the login screen where you will be prompted to create a password specific for this account.

Sending a File

Once you have an account, login to <http://secure.nps.gov>. Select the **Send File** tab which provides an interface to compose an email to the recipient and to attach file(s). Once you have attached the file(s) and composed your email, hit the Send button. Your file will first be uploaded to the Accellion appliance, and your email is sent with a secure link to the file to the recipient.

Receiving a File

The recipient of an Accellion file transfer will receive an email containing a secure link to the file. The recipient can click on the filename link to download the file. If the recipient is a first time user of the Accellion solution, they will first be asked to authenticate themselves through a quick, automated procedure that verifies their email.

Outside Business Partners – Sending or Returning a File

Outside business partners can use Accellion to send files to NPS employees upon invitation. (NPS users must select Send File then Invite User.) After the outside business partner has received a request from an NPS employee, they will be prompted to create a login and password as part of the authentication process – which can be used to send files back to NPS employees. Outside business partners are “restricted” users, and can only send files to @nps.gov addresses.

Things to know:

- Accellion requires Java software. Check to see that an updated version is loaded on your computer.
- This service is for file transfer, not for long term file storage. NPS employees should use BisonConnect Drive for file storage. Download files to your computer and secure them as required.
- If your account is not used for 60 days, you will need to create a new account.
- 100 GB limit for sending files.
- Create and send a **folder** when sending multiple files. (This creates a .zip file for transfer)

Encrypting Files Containing Sensitive or Personal Information:

Files are automatically encrypted in transit via SSL and while being stored in the Cloud. An extra layer of encryption is available that will encrypt the file again on the sender's end and decrypt it on the receiver's end. This ensures that even if the file were somehow intercepted in transit, it could only be decrypted by the receiver. Files that might require extra encryption include files with sensitive or personal information.

To use the encryption piece of the NPS Secure File Transfer solution, you, and the person receiving the file, must have Java available to the browser. (If the term Java has you stumped and you'd like some help, share this document with your local computer specialist, and they can assist.)

When you are preparing your message for sending a file, choose the 'Use Large File/Folder Applet' option. This option will add an 'Additional Option' at the bottom of the Send screen. You will need to check the box to 'Encrypt files'.

Behind the scenes the service will automatically generate and manage the encryption keys needed to encrypt the files and will encrypt them using the keys. When your recipient gets an email message with a link back to the files, they will create an account to sign in (or just sign in if they already have an account), and when they download the file, it will load the java applet and decrypt the file as it is saved to the recipient's file/folder on their local machine.

There's no requirement to send or give the recipient a password - the service takes care of all that automatically. Realize it's an extra layer and does require Java on both ends, but if you want additional assurance, have at it.

If you look at your files in 'File Manager' you will see a little lock icon next to the files that have been encrypted.